

Administrative Law Judge III

Task Statements

1	Conduct prehearing conferences in advance of evidentiary hearings to ascertain legal information regarding hearings.
2	Conduct settlement conferences to assist parties in resolving disputes prior to hearings.
3	Conduct mediations or other methods of alternative dispute resolution (ADR).
4	Conduct evidentiary hearings (formal and informal) under applicable agency regulations and statutes to ascertain legal information/evidence.
5	Act as presiding officer at hearings to ascertain legal information/evidence and implement legal action.
6	Conduct law and motion hearings to ascertain legal information/evidence.
7	Conduct status conferences to ascertain legal information/evidence.
8	Administer oaths to appropriate legal participants in accordance with standard legal procedures.
9	Instruct participants in hearings of their procedural rights.
10	Assist hearing participants in developing the evidentiary record as required by law.
11	Question witnesses to develop the record.
12	Issue subpoenas for the attendance of witnesses and production of documents based on standard legal procedures.
13	Issue prehearing orders to ensure compliance with subpoenas and discovery requirements.
14	Issue prehearing procedural orders to facilitate the hearing.
15	Render decisions based on thorough analysis of evidence and the law.
16	Rule on procedural motions based on thorough analysis of evidence and the law.
17	Rule on objections to the admissibility of evidence based on thorough analysis of evidence and the law.
18	Issue well-reasoned and legally sound rulings at hearings.
19	Issue well-reasoned and legally sound orders based on thorough analysis of evidence and the law.
20	Resolve discovery disputes upon thorough analysis of evidence and the law.
21	Review final drafts of decisions and orders to ensure accuracy, completeness and sound legal reasoning.
22	Prepare decisions based upon the entire record of the proceedings in compliance of the applicable law.
23	Develop and maintain accurate evidentiary record and list of exhibits to ensure an accurate administrative record.

24	Review various documents and communications to determine the appropriate course(s) of action.
25	Review the case file and applicable law to determine legal issues and procedural posture of the case.
26	Perform legal research to determine the applicable legal authority in a particular case.
27	Review and analyze evidentiary record in order to make findings of fact.
28	Develop case management strategies for the most complex cases based on an analysis of the facts and applicable law.
29	Assess the need for, and quality of, interpreter services to ensure due process.
30	Assess and evaluate security requirements to ensure safety of legal participants and security of legal proceedings.
31	Monitor hearing to ensure an adequate record of the oral proceedings is made by court reporter or other means.
32	Make orders for the exchange and filing of documents and other prehearing and evidentiary hearing matters.
33	Enter and update information in electronic case management systems.
34	Provide leadership to various legal staff (e.g., ALJs, Hearing Officers, legal support staff, taskforces and/or committees) to ensure agency efficiency and effectiveness.
35	Assist the supervising or presiding administrative law judge in case management tasks as needed.
36	Assist in developing programs for continued improvement of the administrative hearing process.
37	Communicate orally with internal agency staff (e.g., support staff, colleagues and peers, supervisors and higher-level managers) regarding legal issues, policies, individual cases and other matters.
38	Identify and utilize, as needed, independent experts to ensure issues raised in the case are adequately considered.
39	Confer with colleagues on how to handle complex and sensitive legal matters.
40	Work with support staff to ensure a clear, accurate and complete administrative record is maintained.
41	Work with the court reporter and other parties to ensure a clear, accurate and complete evidentiary record is made.